

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS –  
EXECUTIVE/PERSONNEL COMMITTEE  
Thursday, December 19, 2013 – 10:30 A.M.  
100 West Keenan Street, Rhineland, Wisconsin**

**Members Present:** Bix, Teichmiller, Krug (appointed to establish quorum), Ritchie (10:50 A.M.)

**Members Absent:** Millan (excused)

**Call Meeting to Order:** Chair Teichmiller called the meeting to order at 10:31 A.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Mary Rideout, Oneida County Social Services Department Financial Services Manager; Ed Hammer, ADRC-NW Board Member and Chair of the Program Evaluation Committee; and Dave Krug, ADRC-NW Board Member and Chair of the Finance Committee.

**Public Comment & Introductions:** There were none.

**Approval of the Agenda:** Krug moved to approve the agenda with eleven items; Bix seconded. All Ayes. Motion Carried.

**Approval of the Minutes of the November 21, 2013 Executive/Personnel Committee Meeting:** Teichmiller moved to approve the minutes of the November 21, 2013 Executive/Personnel Committee meeting: Krug seconded. All Ayes. Motion Carried.

**Move to Closed Session under Sec. 19.85 (1) (c) to Discuss Wage Increase for Functional Screen Liaison and Health Reimbursement Account Reconciliation and Payments:** Teichmiller moved to go into Closed Session under Sec. 19.85 (1) (c) to discuss wage increase for the Functional Screen Liaison and Health Reimbursement Account reconciliation and payments; Krug seconded. Roll Call: Bix – Yes; Krug – Yes; Teichmiller – Yes. Yes – 3; No – 0; Absent -1. The Committee went into Closed Session at 10:34 A.M. Rideout and Hammer stayed during the Closed Session.

**Move into Open Session:** Bix moved to return to Open Session; Krug seconded. All Ayes. The Committee returned to Open Session at 11:27 A.M.

**Committee May Take Action on any Matters Discussed in Closed Session:**

Janet Weber serves as the Functional Screen Liaison, training new employees to use the tool, providing training on the functional screen to existing employees, handling questions from employees that may arise regarding functional screens, and working with the Department of Health Services (DHS) to handle any functional screen issues. This functional screen leadership role is required by the DHS and Weber spends 4-6 hours per week performing this function. The DHS has informed the ADRC-NW that its functional screen people are the best-trained in the State. It was also noted that Weber is the designated ADRC-NW Regional Supervisor in Forest County. The Forest County Board has approved a raise for Weber with the ADRC-NW to determine the amount of that raise. Bix moved to recommend to the full Board of Directors that it give Weber an 8% wage increase plus benefits as an adjustment to her salary because of her Functional Screen Liaison and Regional Supervisor duties. This would increase her annual income from \$45,085 to \$48,432. Krug seconded this motion. All Ayes. Motion Carried.

Rideout would like clarification regarding the Health Reimbursement Account payouts authorized by the ADRC-NW Board last month. If the payouts are classified as “payments in lieu of benefits” (for full funding of the HRAs), then no payments would have to be made to the individual employee’s retirement account. The previous action by the Board of Directors authorized that a cash payment be made to the two employees to cover the amounts that should have been placed in their Health Reimbursement Accounts and that the cash payments include the amount of taxes due on these payments. Bix moved to add to the earlier motion that the cash payment authorized is in lieu of the Health Reimbursement Account fringe benefit. Millan seconded. All Ayes. Motion Carried.

**Regional Manager 360 Evaluation Process:** It will not be possible to develop a 360 evaluation process before the upcoming Regional Manager evaluation. Forms will have to be developed for use by the Board, staff, Regional Supervisors, service providers, and other people who have regular and consistent contact with the Regional Manager. It was felt that the necessary forms will be developed by the Executive/Personnel Committee over the next several months and used for the Regional Manager evaluation in October or November of 2014. It was decided to use the current evaluation form with some changes for the upcoming evaluation. The Committee made several changes to the existing form, and Bix incorporated them into a revised form for review by the full Board of Directors. The Board of Directors will now be given the opportunity to review the form and make any suggestions they feel are necessary before the process begins. It is hoped the completely revised form will be distributed to Board Members for completion by

the first week of January with the results to be returned by the end of the second week of January.

**Future Agenda Items:** Regional Manager Evaluation, HRA for Medford Employee

**Set Next Executive/Personnel Committee Date & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be Friday, January 25, 2014 at 11:00 A.M. It will be in Rhinelander.

**Adjournment:** With no further business, Bix moved to adjourn; Krug seconded. All Ayes. The meeting was adjourned at 12:27 P.M.

**Handouts:** Minutes of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee meeting of November 21, 2013; Regional Manager Evaluation form, 2014 Oneida County Health Plan (HMO); ADRC of the Northwoods HRA Information.